Normal View

Properties
Always On Top
Help
Minimize
Close

Channel Select Buttons
Speed Slider
Channel Volume Sliders

TheRecord Player™

Venue 1 Room 1
29/04/2004

CURRENT PLAY TIME
10:46:38 AM

9:49:40 AM
4:20:33 PM

< 06:30:53 >

ForTheRecord®

Open
Save Copy As
Scan Back
Play/Stop
Scan Forward
Master Volume Slider

Content Label
Video Available Indicator
Latest News Link
Current Play Time
Adjustment Buttons

Range Start Time
Adjustment Buttons
Day Start Tick
Range Start Control Tab
Range Bar
Current Play Time Control Tab

Adjustment Buttons
Day End Tick
Day Bar
Range End Control Tab
Session Ticks
Range Duration

Venue 1 Room 1
29/04/2004

CURRENT PLAY TIME
10:46:38 AM

9:49:40 AM
4:20:33 PM
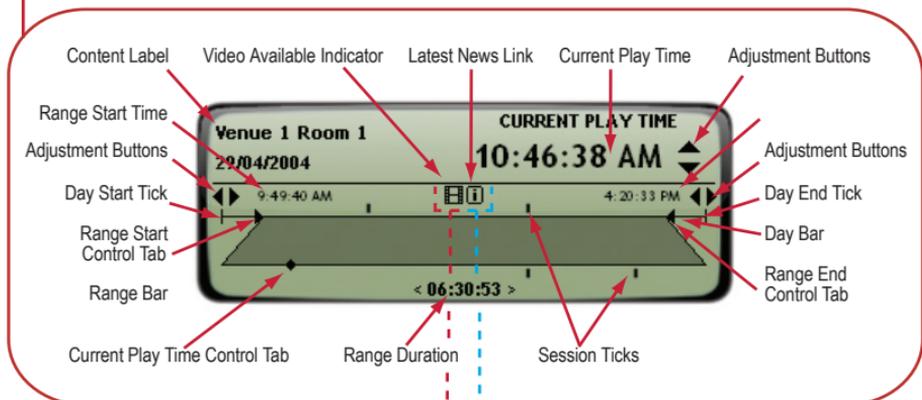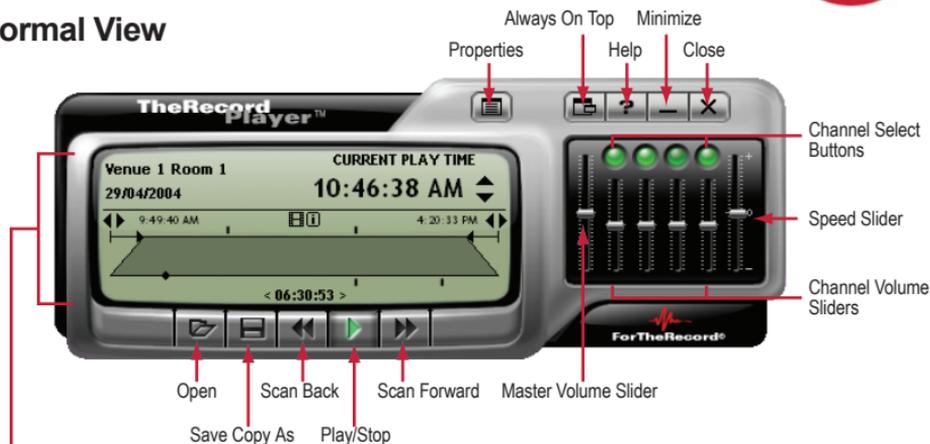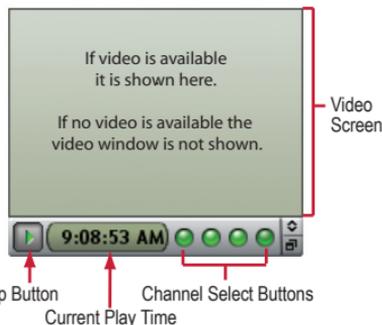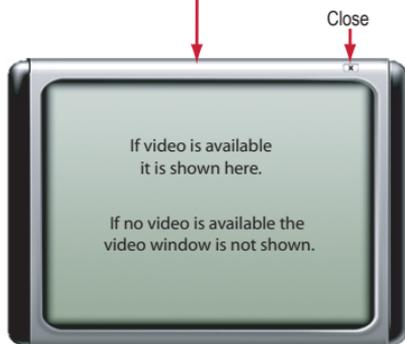
< 06:30:53 >

Click the Video Available Indicator to open available video

Click the Latest News link to view important announcements from FTR

Close

If video is available it is shown here.

If no video is available the video window is not shown.

Compact View

If video is available it is shown here.

If no video is available the video window is not shown.

Video Screen

Play/Stop Button
Current Play Time
Channel Select Buttons

If video is available
9:08:53 AM

ForTheRecord

To Play

1. Click the **Open** button to open the **Open** dialog box.

2. Use **TheRecord Navigator** to navigate through **Search Folders, Date Folders and Location Folders** until you reveal a content type. FTR Gold content is listed as FTR Audio (.wav) while ForTheRecord content is listed as TheRecord Audio/Video Media (.trm)

3. Double click the required content, or selct it and click **Open**.

4. Click the **Play** button or depress the play switch on the foot control to play.

5. Click the **Play** button or release the play switch on the foot control to stop play.

6. Click the **Scan Forward** button or depress the fast forward switch on the foot control to move rapidly forward.

7. Click the **Scan Back** button or depress the rewind switch on the foot control to move rapidly back.

8. Drag the **Master Volume Slider** up or down to adjust the overall volume, or drag the **Channel Volume Slider** up or down to adjust individual channels.

Normal View Keyboard Shortcuts

Key(s)	Description	
F2	Play	
F3	Stop	
F4	Scan Back	
F5	**Scan Forward	
ALT + END	Move Current Playtime to end of day	
Ctrl + ↑ or ↓	*Increase/Decrease volume	
Shift + ↑ or ↓	**Increase/Decrease speed	
Ctrl + ← or →	Move Range Start Time control tab left or right	
Alt + ← or →	Move Range End Time control tab left or right	
Shift + ← or →	Move Current Play Time control tab left or right	
Ctrl + Alt + ← or →	Move selected audio range left or right	
Ctrl + F6	Open	
Ctrl + S	Save Audio	
Alt + 1	Select the Current Play Time Display	
Alt + 2	Select the Range Start Time Display	
Alt + 3	Select the Range End Time Display	
Ctrl + Alt + V	*Switch Normal/Compact view	
Ctrl + 1	*Channel 1	If the channel is on then it stays on, while all others are turned off. If the channel is off it will be turned on, while other channels are not affected.
Ctrl + 2	*Channel 2	
Ctrl + 3	*Channel 3	
Ctrl + 4	*Channel 4	
Ctrl + 5	*Turns all channels on	
Alt + N	Open the Latest News window	

Compact View Keyboard Shortcuts

Key(s)	Description	
Ctrl+↑ or ↓	*Increase/Decrease volume	
Ctrl+Alt+V	*Switch Normal/Compact view	
Ctrl + 1	*Channel 1	See the Normal View Keyboard Shortcuts.
Ctrl + 2	*Channel 2	
Ctrl + 3	*Channel 3	
Ctrl + 4	*Channel 4	
Ctrl + 5	*Turn all channels on	

* These keyboard shortcuts are global. They will operate regardless of which program you are using. Avoid using these keys for word processing macros.

** These keyboard shortcuts do not work when Playing At End.

The keyboard shortcuts for channel selection operate differently to the mouse and are designed for transcript typists to make voice identification quicker.